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ABSTRACT

Designed to enable special needs students to arrange, complete, and follow up a job interview, this set of activities on job interviews is the sixth unit in a nine-unit secondary level careers course intended to provide handicapped students with the knowledge and tools necessary to succeed in the world of work. The eight activities in the first section on handling the various phases of the interview include readings on the purpose of job interviews, arranging interviews, dressing for interviews, and ending the interview. Also provided in this chapter are a sample interviewer's checklist, a practice worksheet, sample questions and answers, and tips on taking a vocational test. A series of interview do's and don't's questions relating to these constitute the eight activities in chapter 2. Following up the interview is the subject of the third chapter. It includes a sample follow-up letter, a role playing exercise, and an activity requiring students to assess the personal difficulties they are likely to encounter in interviews. A posttest concludes the unit. (The other eight course units which include activities on job search methods, job applications, job-related forms, and keeping and changing jobs are available separately--see note.) (MN)

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ED195648

CAREERS

(A Course of Study)

UNIT VI

INTERVIEWING FOR THE JOB

CE 026 282

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UNIT VI: INTERVIEWING FOR THE JOB

Objective: By the end of this Unit, the student will know how to arrange, go through, complete, and follow-up in an interview. They will know do's and don'ts of interviewing. They will have role-played at least one interview.

UNIT VI: INTERVIEWING FOR THE JOB

Objective

Note To The Teacher

Vocabulary

CHAPTER 1: The Interview

Introduction

Activity 1: How To Set Up An Interview

Activity 2: Getting Ready For The Interview

Activity 3: The Interview

Activity 4: Interview Check-off List

Activity 5: Practice Worksheet

Activity 6: Making The Interview A Success

Activity 7: Ending the Interview

Activity 8: Vocational Tests (optional)

CHAPTER 2: Do's and Don'ts of Interviewing

Activity 1: Why People Aren't Hired

Activity 2: Don't Call Us, We'll Call You

Activity 3: Interview Do's and Don'ts

Activity 4: What Would You Do?

Activity 5: More Do's and Don'ts

Activity 6: More On Interviewing

Activity 7: Attitudes

Activity 8: Why The Other Boy Was Hired!

CHAPTER 3: Following Up The Interview

Activity 1: Following Up By letter

Activity 2: The Decision and Follow-up Letter

Activity 3: Notify The Employer

Activity 4: Thinking For Yourself

Post-Test

UNIT VI
Note to the Teacher

Dear Teacher:

This is a critical Unit. It is suggested that each student role-play an interview before the end of the Unit. The Janus Interview Kit is recommended to assist you. It can be found in the Special Education Work Experience Kit from the district.

WORDS YOU SHOULD KNOW BEFORE YOU START. . .

These are words you should know before you start this Unit. If you don't know these words, see your teacher for fome help.

1. interview
2. applicant
3. personnel
4. resume
5. ability
6. attitude
7. sell yourself
8. prospective employer
9. slouch
10. references
11. permanent
12. overtime
13. self confident
14. attitude
15. criticism
16. empathy
17. first impressions
18. introduce yourself
19. nervous
20. information
21. firm
22. offer
23. introduce

UNIT VI

THE INTERVIEW

CHAPTER 1

THE INTERVIEW

Everything you have done so far is leading up to the INTERVIEW. All the paperwork and all the training is to help you get the job you want. The job interview can be the most important part of all the work you are doing. It is a time when you have a big chance to SELL YOURSELF to an employer. It is also the time when you get to learn more about the company where you are interviewing and how they run their company.

Once you have finished your job application, you may be given an interview. This is a very important time in getting a job. Being hired depends on the impression you make on the interviewer (person who interviews you).

The person who interviews you, or the interviewer as he is often called, may be the manager of the store, the owner of the store (employer), or a member of the personnel department.

The interviewer does not know you. He wants to know what you are like and what kind of worker you are going to be. It is up to you to sell yourself to him during the interview. A bad impression will mean that someone else will get the job you want.

THIS IS WHAT AN INTERVIEW DOES. . . . . .

YOU:

*Gives you a chance to learn about the company

*You get to show that you are interested in a job

*You get a chance to show the interviewer that you really want the job.

*You get a chance to tell important things about yourself that you can't tell about on an application for.

THE INTERVIEWER:

*Gets a chance to see what you are really like

*Has a chance to show you why the company has the right job for you

*Gets to check out your attitude about working and the job

*Gets to see how you might fit in with his company

HOW TO SET UP AN INTERVIEW

Here are some good ways to set up an interview:

1. Stop by the office of a company or firm that you are interested in. Make an appointment to come back for an interview. While you are there, get an application form and get information about the company.

2. Call the employer to get an interview. If you don't have an application blank, ask that they send you one. Also ask if they could send you information about the company (sometimes larger companies have a little book which talks about their company).

3. Write to the employer and ask for an applicaiton, a company booklet, and an appointment for an interview. Put a resume in with the letter. Be sure to let them know which job you want in the letter.

*When you do get the interview, make sure to get all this information from the company. This is important!

1. TIME of interview.

2. WHERE the interview is - the address, the floor, the office number, and the directions to the company so that you won't get lost.

3. WHO will interview you - the name of the person and what he does. Is he the Personnel Director? Or is he the Supervisor?

4. TAKE what you need with you. Do they want a birth certificate or samples of your work?

5. Be sure that you know WHAT JOB you are interviewing for.

*Here are some things you should take with you:

1. A pen and a pencil, and a pad of paper or notebook
2. Your social security card
3. A work permit, if needed
4. If you have a resume, take it with you

GETTING READY FOR THE INTERVIEW

LOOK YOUR BEST!

The employer's first impression of you as a person will be from how you look. You must be careful about how clean you are and the clothes that you choose for the interview.

You would think that we would not have to talk about this; but some young people show up for a job interviw smelling as if they haven't had a bath in two weeks. For these people, the interview is over when they walk in the door. The smell of cigarettes, too, has lost many people jobs. Many people who do not smoke do not like this smell.

Boys should be very careful about their hair, fingernails, and beard. Their hair should be clean and well combed. Many boys have lost jobs because they needed a haircut. The fingernails must be clean and trimmed if one is to make a good impression. Some boys do not shave as much as they should to look good. Girls should dress nicely and neatly with not too much make-up or perfume.

When you pick the clothes that you will wear, make sure you don't look like you're going to a party. If you are applying for a factory job, you can wear work clothes that are clean and not wrinkled. If you are a boy looking for a sales job you should wear a shirt and tie with a suit or sports coat. Girls should wear a dress or a skirt and blouse.

The clothes don't have to cost a lot of money, but they should be clean and not wrinkled. Boys should have well shined shoes. Shiny shoes make a better impression than dirty ones. Employers think a lot of someone who cares enough to take care of ALL of the details. Leather (dress) shoes are much better to wear than tennis or athletic shoes. Matching dress socks are right for the interview - white athletic socks are not. Nylons and dress shces are right for girls. The employer will look at you as one who will represent (stand for) his company. If you work experience and another's are about the same, he will hire the one who looks the best.

Don't fool yourself and think this is not true. The interviewer will look FIRST at how you are dressed. If you don't look good right at the start, forget it!

THE INTERVIEW

Here are some very good rules to follow when you get to the interview:

BE EARLY: If you are driving, take some extra time in case traffic slows you up. If you are even just a little bit late or if you run in at the last second, it will look like you don't really care about the job. Get there about TEN MINUTES EARLY for the interview. When you get there, the first person you will talk to will often be the interviewer's secretary. You must be very polite to her. The boss may ask her about you after you are gone.

GO ALONE! Don't take a friend with you. One high school girl went to a job interview with a friend. As her friend was also looking for work and the employer thought she made a good impression, he hired her friend for the job! Employer's don't hire anyone who cannot sell himself in an interview without the help of a friend.

YOU MAY HAVE TO INTRODUCE YOURSELF. When you walk into the interviewer's office, you may be introduced to him by his secretary - or he may introduce himself and call you by name. If not, then you should introduce yourself by saying something like, "I'm Brad Smith, and I'm interested in the job as teller in your bank." You should speak up and speak clearly - and you should smile. You should stand up straight, but do

not offer to shake hands unless the interviewer offers his hand first. Wait for him to shake hands first. If he offers his hand, then take it firmly. But, you should not prove how strong you are by grabbing his hand and crushing it.

STAND UNTIL THE INTERVIEWER ASKS YOU TO SIT. If he does not ask you to sit down, then you must stand during the interview. When you sit, sit straight up. Don't slouch. Although you will feel nervous at the beginning, you will become more relaxed after the interview has begun. Your eyes should meet the interviewer's eyes. Some people feel that a person who could not look them in the eye has no self confidence. Perhaps the biggest mistake you could make at the beginning of an interview would be to place your purse or some other article on the edge of the interviewer's desk. If you are carrying something with you, keep it at your side. Try to keep your hands quiet. Usually it is best to keep them in your lap. Do not lean on the interviewer's desk or try to read papers on his desk. You know, of course, that you should not chew gum or smoke.

ENTERING THE WORLD OF WORK. Your interview may be one of two types. You may be asked to "tell about yourself". In this case you do most of the talking, and include all of your qualifications for the job. The interviewer will be pleased if you also say why you want to work for his company. This is why it is important to learn about the company before the

interview. The other way in which the interviewer finds out about you is by asking question's. This is probably the way most interviewers learn about you. Some of the questions most often asked are (1) "Why do you want to work for this company?", (2) "What will you be doing five years from now?", (3) "Are you looking for permanent or temporary work?", and (4) "How did you do in school?".

APPLYING FOR A JOB. A more complete list of questions which may be asked of you appears on page 60. Learn how to answer these questions correctly. If you do not know the answer to a question, say that you don't know. If you try to "fake it", the interviewer can tell. If so, he won't hire you even if your other qualifications are good. There are two questions that we should give special attention to: (1) "What kind of work would you like to do?" and (2) "What salary do you expect?".

Too many yound people answer the first question by saying "anything". This is irritating to many interviewers because they want to put you in a particular job. There is no such job title as "anything". If you are asked about the salary you expect, it is best not to mention a specific amount. It may be too low. If you are hired, you could be paid less than others are getting for the same work. If you mention an amount too high, you may not be hired at all because the interviewer may feel that you would not be satisfied.

INTERVIEW CHECK-OFF LIST

This is the kind of check-off list that the interviewer might use while you are interviewing. Read over this carefully.

1. Kind of job being interviewed:__ _____

2. Name of interviewee:_____Date:_____

3. Social Security Number:_____Time:_____

4. Is person dressed neatly?_____

5. Does person have combed hair?_____clean hands?_____

6. Does person answer questions clearly?_____

7. Does person sit up straight, feet on floor?_____

8. Does person slouch?_____chew gum?_____

9. Does person have a resume to present?_____

10. Does person have a notebook and pen?_____

11. Does person have the ability to do the job?_____

12. What abilities are evident? coordinated_____good health_____
knowledge of subject_____ experience in the field_____

13. Male_____Female_____Age_____Birth Date_____

14. Address:_____

Telephone:_____

15. School:_____Grade:_____

16. What does prospect plan to do as a vocation?_____

_____

17. What training does prospect have for this job?_____

_____

18. What experience does he have for this job?_____

_____

19. What kind of references does he/she have?

Name:_____

Address:_____

20. Former employer:_____

21. Comments: does he/she qualify?_____

_____

_____

PRACTICE WORKSHEET

These are some of the questions an interviewer might ask you. Answer them as well as you can.

Why do you want to do this kind of work?_____

_____

_____

What was your best subject in school?_____

_____

What do you do with your free time?_____

_____

How is your health?_____

Explain any health problems:_____

_____

Can you get along with people who are different from you?

_____

What are your personal and work goals?_____

_____

How did you get interested in this company?_____

_____

What jobs do you want with this company now?_____

_____

What do you think qualifies you for the job?_____

_____

How much do you expect to earn to start?_____

Do you intend to continue you education in any way?_____

_____

When can you start to work?_____Will you work on shifts - for example, 4:00p.m. to midnight or midnight to 8:00 a.m.?_____

Will you work in locations other than where the interview is being held?_____

If so, where, and under what conditions?_____

_____

YOU MAY WANT TO ASK THE INTERVIEWER:

What will the hours be?

What are the tasks required on the job?

Does the firm provide hospitalization or insurance for employees? What other benefits are available?

Are there opportunities to further my education of the job or in non-company schools?

Are there opportunities for promotion?

Are there any special clothing regulations? Are uniforms provided?

You may want to ask other questions. List them below so you won't forget._____

_____

_____

_____

SHOW THAT YOU ARE INTERESTED IN THE COMPANY. This is easy if you have thought about two or three questions to ask about the company. These could be about a product or service, the number of employees, etc.

You may be asked to talk with someone in the company besides the interviewer. This might be a department head or someone with whom you would be working if you are hired. If so, it usually means that the interviewer thinks that you would be a good worker. Your chances of being hired are good.

MAKING THE INTERVIEW A SUCCESS

Choose what you think is the best answer for each of the following questions and write the number of that answer in the space provided. If you have a better answer than one of those listed, write your answer as option d.

1. QUESTION: You know what the job pays. Will you be satisfied with the wage or salary we pay you?

   ANSWERS:
   a) I have to take whatever you give me.
   b) I understand that $2.75 is the going rate for this type of job. I would be willing to accept that pay.
   c) I would accept the starting rate of $2.75 which you are offering me. But how soon can I get a raise?
   d) _____

2. QUESTION: What job or position are you applying for?

   ANSWERS:
   a) What is open right now?
   b) Oh, I can do anything.
   c) I'm applying for the janitor's job. I understand you have an opening.
   d) _____

3. QUESTION: How do you feel about overtime work?

ANSWERS: a) I'll do it only when I have to!

b) I don't mind it every once in a while.

c) I want to work as often as I can.

d) _____

4. QUESTION: Have you ever been convicted by a court for anything except a traffic violation?

ANSWERS: a) I've gotten a couple of speeding tickets, so what?

b) I've had some trouble with the police.

c) My record is clean. No trouble with the police.

d. _____

5. QUESTION: How did you get along with your past employer?

ANSWERS: a) He was impossible to work for. That's why I quit.

b) I didn't have any trouble with him, but he didn't pay well enough.

c) It was a good company to work for. I'd still be there if they hadn't laid us off when they lost their contracts.

d) _____

6. QUESTION: Do you have reliable child care for your children while you are working?

ANSWERS: a) I think so.

b) Yes, my mother lives with us and she takes care of my two small children while I work.

c) Will you give me a raise so I can afford child care.

d) _____

7. QUESTION: Why did you drop out of school?

ANSWERS. a) I hated school.

b) I didn't like my teachers.

c) My Dad lost his job because of ill health. I had to drop out to help support out family.

d) _____

8. QUESTION: Are you looking for permanent or temporary employment?

ANSWERS: a) Oh, I just want this job until something better comes along.

b) I am the father of four children. I need and want a steady job.

c). I hope I can get along with your company so it will be permanent. My last job turned out to be a temporary one because my boss treated his workers like dirt.

d) _____

9. QUESTION: Why do you want to join our company?

ANSWERS: a) My brother works here

b) I like your pension plan

c) I wanted to avoid joining a union

d) _____

10. QUESTION: Can you get along with other peo

ANSWERS: a) If they don't bother me

b) I can get along with anybody

c) I like most people

d) _____

11. QUESTION: What special talents do you have?

ANSWERS: a) None that I know of

b) I'm a good singer

c) I'm good with my hands

d) _____

12. QUESTIONS: Can you travel?

ANSWERS: a) Will you pay for it?

b) I would like to do some traveling.

c) My wife would hate it.

d) _____

13. QUESTION: Have you ever been fired?

ANSWERS:
a) It's against the law for you to ask me that.
b) It's none of your business.
c) I quit first.
d) _____

14. QUESTION: Where do you hope to be ten years from now?

ANSWERS:
a) Right where I am now.
b) I'm not sure.
c) I hope to work my way up in this company.
d) _____

ENDING THE INTERVIEW

Closing: The interview will probably last between 15 and 30 minutes.

When the interviewer indicates the time is up, make certain there is an understanding on these points:

1. How much you are interested in the job, if you are. If you aren't, say so!
2. Where you can be reached by phone or mail.
3. When you can check back to see if you are going to recieve an offer.
4. What else you need to do - if anything.

You may not be given a firm answer the day you apply. The company may say, "We will let you know later this week." If this is the plan, be sure to be at home to get the call. You may be asked to call back on on day; remember to do so.

After the interview, you may be asked to fill out some forms. You should be prepared to do so. Use your pen. You will be expected to write clearly and spell correctly.

5. Tell the person how much you appreciate having been given an interview. Don't be afraid to say "thank you." Say "thank you," and leave. If you pass the receptionist or the secretary, thank her too.

THE DECISION AND FOLLOW-UP

WHAT IF THEY OFFER YOU A JOB?

BE ready to accept or reject.

BE ready to explain if you want more time.

BE ready to set a date when you can let the interviewer know your response if you ask for more time.

IF you don't accept a job offer, be ready to explain why. (Don't forget, you don't have to take a job just because it was offered to you.)

IF you are not hired, go back to the want-ads in the newspaper. Follow the directions given in the ad.

IF an address is given, go see the person.

IF the ad says, "Write," then do so.

VOCATIONAL TESTS

At some of the places where you apply for a job, you will be asked to take one or more tests. This may be a test of your general achievement and overall intelligence. You may also be given a performance test to measure your ability to type or operate a machine. Or it may be an oral direction test or one that measures the speed at which you perform certain simple tasks. In most of these tests you will be required to answer questions, solve problems, and perform on equipment during a specified period of time.

Tests are only one of the measurements employers use to find out about skills of their applicants. For some types of jobs, testing is of great importance. If you do not pass the test, it would not be possible for you to do the work. You wouldn't expect an employer to hire you as a typist if you couldn't pass a typing test.

In most cases your interviewer will consider all your strong points: your appearance, attitude, work experience or training, along with your test scores.

PREPARING FOR VOCATIONAL TESTS

You are probably wondering if it is possible to prepare beforehand to take tests. In some cases you can practice for certain kinds of tests. Typing and machine operation tests are good examples of this kind. However, general intelligence

tests or I.Q. tests are designed to measure your ability to meet and solve new problems. Your ability to achieve on these tests is determined by your heredity, your education, and your environment.

You can raise your score on any written test by improving your ability to read and by following written directions correctly and quickly. Here are some tips that may help you improve your test scores.

1. Get a good night's sleep before the day you take the test.

2. Give yourself plenty of time to get to the place where you are to take the test. Don't rush and arrive in an excited, nervous state.

3. If you are ill or have an emergency, try to have the test scheduled for another date.

4. Read all directions carefully. If you have questions, ask them before the test begins. It will be too late after they start timing you. Don't waste time.

5. Work as fast as you can. Most tests will have short time limits and many questions. To make your best score you must work as quickly and as accurately as you can. Each part of the test probably is made so long that you can't possibly finish. However, the more questions or problems you do correctly, the better you score will be.

To do your best you must work at your top speed.

6. Don't jump around in answering test questions unless you are told to do so. Take the questions one at a time. If you think you know the answer, but you are not sure, put down what you think is right. Don't be afraid to answer when you are not sure you are right, but don't guess wildly. Don't answer a question if you have not idea of the right answer.

7. If a question bothers you, don't spend too much time on it. Go on to the next one. If you have time, go back to the hard ones and check over all your answers. Work as quickly and as accurately as you can.

8. Start working on the test as soon as you are told to start, but not before. Stop as soon as you are told to. A good test score means that you followed directions and marked the right answers. A poor test score may mean that you just didn't follow directions.

For some tests you will mark your answers on the test itself, but on most vocational tests you will mark your answers on a separate sheet. Here are some different ways in which you may be asked to mark your answers in special answer spaces.

QUESTION: Which of the following words means the same as glad?

ANSWERS: a) open b) close c) happy d) sad

A B C D
___ ___ ___ ___

To mark the correct answer, you should put a check or an X in the box under the letter C, since happy and glad have the same meaning.

[B] QUESTION: Which of the following words has an opposite meaning to the word cold?

ANSWERS: a) down b) hot c) up d) inside

To mark your answer to this question you should write b in the box before the question, since cold and hot have opposite meanings.

QUESTION: What is the sum of 279 and 438?

ANSWERS: a) 693 b) 952 c) 483 d) 717

To mark your answer to this question, you should blacken with your pencil the slot below the letter D.

The above examples indicate a few of the ways in which you may be asked to mark your answers. It really doesn't matter what the answer space looks like; your job as you take the test is to fill the space that shows the right answer.

You will find that some tests are easy. Others are hard, but don't give up just because a test has a lot of hard questions. It is probably just as hard for others who may be applying for the job and taking the same test.

UNIT VI

DO'S AND DON'TS OF INTERVIEWING

CHAPTER 2

WHY PEOPLE AREN'T HIRED

Here are some reasons why people don't get hired. (Negative factors evaluated during the employment interview and which lead to rejection of the applicant, in order of frequency. As reported by 153 companies surveyed by Frank S. Endicott, Director of Placement, Northwestern University.)

1. Did not dress well.
2. Wise guy - big mouth
3. Didn't speak clearly. Slurred words, bad grammar.
4. Lack of planning for career - no purpose and goals.
5. Didn't seem to want the job.
6. Lack of confidence - nervousness - ill-at-ease.
7. Failure to participate in activities.
8. Too concerned about money - interest only in best dollar offer.
9. Bad grades - just got by.
10. Unwilling to start at the bottom - expects too much too soon.
11. Makes excuses - doesn't give straight answers.
12. Lack of tact - the applicant is not careful about what he says.
13. Did not act like an adult.
14. Lack of courtesy - rude.
15. Said bad things about past employers.
16. Not able to get along with others.
17. Dislikes school.

18. Lack of energy.
19. Fails to look interviewer in the eye.
20. Limp, fishy handshake.
21. Can't seem to make up his mind.
22. Sloppy application blank.
23. Merely shopping around.
24. Wants job only for a short time.
25. Little sense of humor.
26. Lack of knowledge of field of specialization.
27. Parents make decisions for him.
28. No interest in company or in industry.
29. Emphasis on whom he knows.
30. Unwillingness to go where sent.
31. Doesn't believe what he is told.
32. Lazy
33. Judges others by race, religion.
34. Not interested in very much
35. Spends money unwisely
36. No interest in his city or town.
37. Can't take criticism
38. Thinks he knows it all.
39. Late to interview without good reason
40. Never heard of company
41. Failure to respect interviewer's time
42. Asks no questions about the job
43. Tries to pressure interviewer
44. Gives vaque answers to questions

DON'T CALL US, WE'LL CALL YOU

Answer the following questions and discuss with your teacher.

List three positive things you should do to be hired.

1.

2.

3.

List three negative things you might do that would keep you from a job.

1.

2.

3.

What personal traits do you have that are considered strengths in an interview?

1.

2.

3.

What personal traits do you have that might need working on?

1.

2.

3.

INTERVIEW DO'S AND DON'TS

Give a yes or no answer to the following questions and then explain your answers.

1. An application is completed once the interview has been held. _____

2. Ther person being interviewed is call the interviewer. _____

3. You will be interviewed by a member of the personnel department. _____

4. It is a good idea to brind a friend to an interview. _____

5. Going for a job is like going to a party. Get dressed in clothes that will call attention to yourself. _____

In your own words tell 3 do's and don'ts for the job interview.

DO'S

1. _____

2. _____

3. _____

DON'TS

1. _____

2. _____

3. _____

THE INTERVIEW - PART II

The idea behind the interview is not only to have the employer learn about you, but also for you to learn something about the job for which you are being interviewed.

The employer will tell you what he expects of you as an employee. He will give you information about:

a) your responsibilities
b) the number of days per week
c) the hours you are expected to work
d) your pay
e) fringe benefits
    1. company life insurance
    2. your medical benefits
    3. pension plan
    4. vacation plan
    5. sick leave
f) anything else he feels you must know in order to fully understand the company and the job.

When the interviewer has finished telling you about the job and the company, he will usually ask if you have any questions. This is the time for you to ask about anything you are not clear about. If you have any questions about hours, wages, duties, union membership, etc., now is the time to ask him to explain it so that you will fully understand what the employer will expect of you AND what you can expect from the employer.

WHAT WOULD YOU DO?

Answer the following:

a) What would you take with you to an interview?

_____

_____

_____

b) Take a mental look in your closet. From the clothing there, describe an outfit you might wear to an interview.

_____

_____

_____

2. With your partner decide who will be the interviewer (interviewing) and who will be the interviewee (being interviewed). Conduct a short mock interview. After the interview, fill out the following:

INTERVIEW EVALUATION

My partner's strengths _____

_____

_____

Things that might be improved: _____

_____

_____

Reverse roles:

MORE DO'S AND DON'TS

Listed below are some things you <u>should do</u> and some things you <u>should not do</u> when you are being interviewed. Put an "X" beside the ones you should do. Put a circle beside the ones you should not do.

1. ____Munch on potato chips
2. ____Have your personal data sheet with you
3. ____Wear sandals without hose
4. ____Smoke a cigarette
5. ____Answer all questions
6. ____Act bored
7. ____Slump in your chair
8. ____Wear clean clothes
9. ____Have a friend with you during the interview
10. ____Have shoes shined
11. ____Wear flashy clothes
12. ____Be polite
13. ____Beg for a job
14. ____Bite your nails
15. ____Look at the person interviewing you
16. ____Mumble
17. ____Sit straight
18. ____Talk too much
19. ____Speak distinctly
20. ____Hum or whistle
21. ____Ask about the job
22. ____Interrupt or argure with the interviewer
23. ____Sit quietly
24. ____Tap your feet
25. ____Talk loudly
26. ____Be on time

MORE ON INTERVIEWING

Answer the following questions:

1. Why is it a mistake to smoke during an interview?

2. If it is clear that you are not going to get the job what do you have to lose by telling the interviewer off?

3. If you talk about personal problems during a job interview, what does that tell the interviewer about you?

4. Why is it important to thank the interviewer when the interview is over?

5. Is there a difference between bragging and trying to sell yourself? If so, what is it?

ATTITUDES

After you have a job, there are certain things you must do to be successful on your job. The most important factor in job success is attitude! This is shown in the fact that the main reason young workers lose jobs is because of poor attitude. In fact, a recent study of beginning workers who had been fired showed that eighty percent lost their jobs because they couldn't get along well with other people. Getting along well with others does not just happen. It must be learned. Those who do learn to get along well with almost everyone are usually happier persons becau people like them, they enjoy a greater feeling of job success, and they often receive higher salaries.

Behavior characteristics of those who have healthy, desirable attitudes are compared in the following chart with those who have negative or poor attitudes. If your behavior is similar to that described on the negative side, you should know that such behavior causes others to react to you negatively. If you can work on just one or two areas so that your behavior shows a desirable, positive attitude instead of a negative attitude, the behavior of others toward you will change. People will like you better, and you will like them better. Study the chart to see where you fit in.

POSITIVE ATTITUDE	NEGATIVE ATTITUDE
1. Smiles easily	1. Rarely smiles
2. Willing to change his ideas, dress, behavior when necessary	2. Unwilling to change
3. Able to see the other person's point of view	3. Unable to see the other person's point of view
4. Almost never complains	4. Complains about nearly everything
5. Accepts responsibility for mistakes	5. Blames others for own shortcomings
6. Seldom criticizes	6. Very critical of others
7. Considers what is good for or helpful to others	7. Thinks only of himself, "What's in it for me?"
8. When talking with another person, looks him in the eye - but does not try to stare him down	8. Unwilling or unable to look the other persor in the eye.
9. Respects the ideas and opinions of others	9. Tries to force his ideas and opinions on others
10. Never makes excuses	10. Often makes excuses
11. Has lots of interests	11. Few interests, is often bored

WHY THE OTHER BOY WAS HIRED

Read this with your teacher or a friend and then talk about it:

There's a good deal of talk these days about teenage unemployment. Some of it makes sense and some of it does not.

Jeremiah Milsap wrote a letter to a teenage boy who had applied to him for a job. It tells the point of view shared by many employers. It is here to help you see how employers look at applicants.

YOUNGMAN:

Today you asked me for a job. From the look of your shoulders as you walked out, I think you've been turned down before, and maybe you believe by now that kids with a high school diploman can't find work. But, I hired a teenager today. You saw him. He was the one with the polished shoes and a necktie. What was so special about him? Not experience. Neither of you had any. It was his attitude that put him on the payroll instead of you. Attitude, son. A-T-T-I-T-U-D-E. He wanted that job badly enough to get rid of the leather jacket, get a haircut, and look in the phone book to find out what this company makes. He did his best to impress me. That's where he beat you.

You see, son, people who hire aren't "with" a lot of things. We know more about Bing than about Ringo, and we have some Stone-Age ideas about who owes whom a living.

Maybe that makes us old fashioned, but there's nothing wrong with the checks we sign, and if you want one you'd better pay attention to what you want.

Ever heard of "empathy?" It's the trick of seeing the other fellow's side of things. I couldn't have cared less that you're behind in your car payments. That's your problem and the President's. What I needed was someone who'd go out in the plant, keep his eyes open, and work for me like he'd work for himself. If you have even the vaguest idea of what I'm trying to say, let it show the next time you ask for a job. You'll be head and shoulders above the rest.

Look Kid: The only time jobs grew on trees was while most of the manpower was wearing G.I.'s and pulling K.P. For all the rest of history you've had to get a job like you get a girl: "Case the situation, wear a clean shirt, and try to appear reasonably interested."

Maybe jobs aren't easy to get right now, but a lot of us can remember when master craftsmen walked the streets. By comparison, you don't know the meaning of tough.

You may not believe it, but all around you employers are looking for young men smart enough to go after a job in the old-fashioned way. When they find one, they can't wait to unload some of their worries on him. For both our sakes, show some real interest, will you?

Jeremiah Milsap

UNIT VI

FOLLOWING UP THE INTERVIEW

CHAPTER 3

FOLLOWING UP BY LETTER

It is always proper to follow up on the interview with a brief letter expressing your appreciation for the interview. This should be just a short note of thanks indicating that you hope to receive an affirmative response from the company. It is worthwhile to develop all favorable contact possible. Below is a sample follow-up letter. Write your own letter to follow-up an interview.

712 Altgeld Dr.
Joliet, Illinois 60045

Mr. W. J. Bryan
Personnel Director
Yale Lock Company
213 N. Spadra Road
Evanston, Illinois 60023

Dear Mr. Bryan:

I appreciated the opportunity to talk with you on July 29. The job of machine operator with the Yale Lock Company is of great interest to me. On July 30, I was able to take the two tests you asked me to sign up for.

Thank you very much for telling me so much about your company and the job. I hope to hear from you in the next week.

Very truly yours,

Mark Hana

THE DECISION AND FOLLOW-UP LETTER

Choose one of the two activities listed below:

1. In your own words, write a follow-up letter to:

   Mr. Ben Tillman
   Director of Personnel
   Eastman Kodak Company
   44 Clark Street
   Rochester, New York 21586

2. Select a partner and prepare to do some role playing. You have been through a long job interview and the interviewer has just indicated that your time is up. What should you do? You and your partner take turns playing the part of the interviewer and the job applicant.

NOTIFY THE EMPLOYER

After you have considered all the possibilities and decide which job offer to accept, notify all employers. It is best to do this in writing, particularly if you received the offer in writing. You should also notify employers whose offers you are not going to accept - also in writing. If you have submitted applications to other employers from whom you have not heard, it is best to telephone and ask that your application be withdrawn because you have accepted other employment. If you are currently working on a summer or part-time job, be sure you give your present employer plenty of notice. Most firms expect 15-30 days notice of termination in order to find a replacement. Study the sample acceptance/rejection letter below:

82 Durney Drive
Hawthorne, New Jersey 07506
July 16, 1975

Ms. Janet Axelrod
Personnel Manager
Tiny Tots Day Care Center
New Haven, Conneticut 06515

Dear Ms Axelrod:

This is to notify you that I accept the job offer contained in your letter to me of July 10, 1975. I understand the conditions of employment as spelled out in your letter. I will report to your office at 8:30 a.m. on August 25, 1976.

Thank you for your confidence in me.

OR

This is to imform you that I have decided not to accept the job offer contained in your letter of July 10, 1975. I have accepted another position which I feel is more in line with my interests and job expectations.

Thank you for your time and help.

Very truly yours,

Beth Lipsey

THINKING FOR YOURSELF

Complete the following sentence:

"An interview would be the easiest thing in the world if it wasn't for . . . ."

UNIT VI
Post-Test

DO YOU KNOW HOW TO HUNT FOR A JOB?

Even if you are not seeking a job now, test your knowledge of job finding by answering the following questions.

YES	NO		
___	___	1.	When seeking a new job, does it matter if you already have a job?
___	___	2.	When seeking a job, is it a good idea to tell the the employers that you are not working?
___	___	3.	If you happen to have little money left should you tell the employers that you are unemployed?
___	___	4.	Do you believe the way you dress is important when you are being interviewed?
___	___	5.	When greeting the employer, should you put out your hand first?
___	___	6.	If on your last jobs you had been praised for some very good work you had done, should you talk about it in the interview?
___	___	7.	If you are uncomfortable during interviews should you practice your answers before?
___	___	8.	If there are moments of quiet during the interview, should you "try" to talk?
___	___	9.	If the employer doesn't ask you, should you tell him why you want to work for him?
___	___	10.	Is it smart to bring with you a resume of your training and experience?
___	___	11.	Is it wise to ask the employer about his firm and it's rules.

YES NO

___ ___ 12. If the employer fails to talk about the salary offered, should you ask him?

___ ___ 13. If you have friends working for the company for a number of years, should you tell this to the employer?

___ ___ 14. If the employer asks you what salary you expect and you do not wish to quote either too low or too high a figure, should you give him the exact salary you want?

___ ___ 15. If you left your last job because you didn't like some of the things your boss did, should you mention it to the interviewer?

___ ___ 16. After your interview, would you send a follow-up letter of thanks to the prospective employer?

From Dr. Walter Ducket, Guidance Division of the Federal Government and Guidance Service, Inc.